



# Office of the Registrar Nomination of Thesis or Dissertation Committee

Please submit this form to the Office of the Registrar at least 6 weeks before the examination and the established deadline dates (see go.umd.edu/gs-deadlines). Please note that an oral examination may not be held until the Office of the Registrar approves the recommended committee on page 2 of this document.

_____ Student's Full Name (Last, First, Middle)	_____ Today's Date	_____ Expected Oral Exam Date
_____ Street Address	_____ Student University ID Number (UID)	
_____ City, State, Zip	_____ Graduate Program & Degree Sought	
_____ (Area Code) Telephone	_____ Student's UMD Email Address	

**Title of Thesis or Dissertation:**

\_\_\_\_\_

Are Human Subjects involved in the research? If yes, please attach a copy of the approval from University Institutional Review Board (IRB).

YES       NO

Are vertebrate species (birds, mammals, fish, etc.) involved in this research? If yes, please attach documentation from the Institutional Animal Care and Use Committee of record, showing protocol number and approval date. For research not conducted at UMD, also provide federal assurance (PHS, USDA) and accreditation documentation to the [UMD IACUC](#).

YES       NO

Is recombinant DNA/RNA involved in this research? If yes, please attach a copy of the approval from the UM Institutional Biosafety Committee.

YES       NO

Is this a new committee or a revised committee?

NEW       REVISED

If this is a revised committee, did the original committee ever meet?

YES       NO

_____ Signature: Primary Advisor	_____ Date	_____ Phone Extension	_____ UMD Email Address
-------------------------------------	---------------	--------------------------	----------------------------

_____ Signature: Director of Graduate Program	_____ Date	_____ Phone Extension	_____ UMD Email Address
--	---------------	--------------------------	----------------------------

_____ Signature: Registrar or Designee	_____ Date	_____ Comments
---	---------------	-------------------

**Nominated Committee:** Please see page 3 for committee requirements and faculty categories.

<hr/> Name Role:     Chair	<hr/> Tenure Home Category: <input type="radio"/> Full Member Master's Only { <input type="radio"/> Associate Member <input type="radio"/> Special Member (attach approval)	<hr/> UMD Email Address Registrar:
<hr/> Name Role: <input type="radio"/> Co-chair <input type="radio"/> Committee Member	<hr/> Tenure Home or Place of Employment Category: <input type="radio"/> Full Member <input type="radio"/> Associate Member <input type="radio"/> Special Member	<hr/> UMD Email Address Registrar:
<hr/> Name Role: <input type="radio"/> Co-chair <input type="radio"/> Committee Member	<hr/> Tenure Home or Place of Employment Category: <input type="radio"/> Full Member <input type="radio"/> Associate Member <input type="radio"/> Special Member	<hr/> UMD/Work Email Address Registrar:
<hr/> Name Role:     Committee Member	<hr/> Tenure Home or Place of Employment Category: <input type="radio"/> Full Member <input type="radio"/> Associate Member <input type="radio"/> Special Member	<hr/> UMD/Work Email Address Registrar:
<hr/> Name Role:     Committee Member	<hr/> Tenure Home or Place of Employment Category: <input type="radio"/> Full Member <input type="radio"/> Associate Member <input type="radio"/> Special Member	<hr/> UMD/Work Email Address Registrar:
<hr/> Name Role:     Committee Member	<hr/> Tenure Home or Place of Employment Category: <input type="radio"/> Full Member <input type="radio"/> Associate Member <input type="radio"/> Special Member	<hr/> UMD/Work Email Address Registrar:
<hr/> Name Role:     Committee Member	<hr/> Tenure Home or Place of Employment Category: <input type="radio"/> Full Member <input type="radio"/> Associate Member <input type="radio"/> Special Member	<hr/> UMD/Work Email Address Registrar:

**Doctoral Dissertations Only – Dean's Representative**

<hr/> Name Voting Member? <input type="radio"/> Yes <input type="radio"/> No	<hr/> Tenure Home Category:     Full Member	<hr/> UMD Email Address Registrar:
---	--	---------------------------------------

For the most up-to-date information, please visit [The Graduate Catalog](#)

**Graduate School Requirements for the Master’s Thesis Examination Committee:**

- Minimum of three voting members of the Graduate Faculty, including two Full Members.
- Chair should be the student’s advisor, who will be a Full or Associate Member of the Graduate Faculty, or who has been granted an exception to the policy by the Dean of the Graduate School.

**Graduate School Requirements for Doctoral Examination Committees:**

- Ph.D. dissertation committees require a minimum of five voting members of the Graduate Faculty, including three Full Members.
- Doctoral Capstone Examining Committees (e.g., Ed.D., Au.D.) require a minimum of five voting members of Graduate Faculty, including three Full Members or Associate Members (two of these three must be Full Members).
- A committee chair should be the student’s advisor. A committee may have co-chairs. A Ph.D. committee chair must be a Full Member of the Graduate Faculty. In the case of a Doctoral Capstone Examining Committees, an Associate Member can serve as chair under certain circumstances. Co-chair requests should be included in the Nomination of Committee form. If the committee has already been approved, please submit a new form.
- Each committee must have a Dean’s Representative as a voting or non-voting member. The Dean’s Representative should have a research interest related to that of the student. The Dean’s Representative must be a tenured member of the Graduate Faculty and must have a tenure home different from the student’s program and that of the chair and any co-chair(s).

**Graduate Faculty Categories:**

With the exception of Full Members, all other faculty must be nominated and approved to be Graduate Faculty. The Graduate Catalog contains the [policy](#) and a list of [current Graduate Faculty](#). The [faculty nomination form](#) is on the Graduate School's website.

	Description	Prerogatives
Full Member	Tenured or tenure-track faculty.*	Eligible to chair or serve on Master's thesis examining committees and doctoral dissertation examining committees.
Associate Member	Professional-track faculty with duties primarily in research, scholarship, or artistic creativity.	Eligible to chair and serve on Master's thesis examining committees and to co-chair and serve on dissertation examining committees but cannot chair dissertation examining committees.
Special Member	Qualified scholars outside UMD. They can be nominated for a renewable five-year membership term.	Eligible to co-direct Master's thesis research, but may not chair or co-chair Master's Thesis or Doctoral Dissertation Examination Committees.
Graduate Teaching Member	Professional-track faculty with duties primary in teaching.	Not eligible to serve on Master's or dissertation examining committees.

\*Full Members that leave UMD (except Emeriti) remain Full Members for one year and can then be nominated as a Special Member. Full, Emeriti Members who separate from the university remain Full Members for five years and are eligible for re-nomination.